



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IX	Administrative	
Chapter:	G	Information Management	2-2-1998
Subchapter:	3	Publications	
Issuance:	100	<b>Publication Policy</b>	

### Policy 2-2-98

All publications produced by the Division of Child Protection and Permanency (CP&P) for public distribution or display must be reviewed and approved by the CP&P Director and the Department of Children and Families, Office of Publications and Media before printing and dissemination.

All publications now in use must be reviewed and approved by the CP&P Director and the Department's Office of Publications and Media before reissuing or reprinting.

Any article prepared by a CP&P employee for publication in an outside **journal**, **magazine**, or **newspaper** must be approved by the CP&P Director and submitted to the Department's Office of Publications and Media, with a copy to the Department's Office of Public Information. The article cannot be printed until approval is received from all three offices.

After February 17, 1992, any publication, as listed below, not approved by the Department's Office of Publications and Media is considered to be unauthorized.

### Types of Publications Covered

2-2-98

This policy applies to:

- brochures, pamphlets, and booklets;
- annual reports;
- directories;
- fact sheets;
- newsletters;
- paycheck stuffers;
- training manuals;
- handbooks;
- reports;
- advertisements in newspapers, magazines, or billboards (with the exception of classified advertisements for recruiting);

- greeting cards; and
- any other printed material that discusses programs, services or activities of the Division or Department.

## **Mandatory Elements for all Publications**

**2-2-98**

Every publication will include, at a minimum:

- the department name and logo,
- the name of the Governor and Commissioner,
- page numbers (where applicable), and
- publication date.

## **Division Review/Approval Process**

**2-2-98**

The Department of Children and Families review process is divided into three steps and is outlined below. For each review step, all publication projects must be submitted to the CP&P Director, through the appropriate Senior Staff member, for review/approval before submission to the Department.

## **Departmental Review/Approval Policy**

**2-2-98**

The three review steps in a publication project are:

### **Planning**

When a division, agency, institution, task force, commission, or board under the jurisdiction of the Department of Human Service decides to produce a brochure, booklet or other publication, it should submit a written proposal, which includes a time frame for dissemination, to the Office of Publications and Media for review and approval. The proposal should explain the publication's purpose, need, target audience, estimated cost and format. Allow seven days for this review.

### **Text and proposed layout**

Following approval of plans for the publication, the text and the proposed layout and design, should be submitted to the Office of Publications and Media for further review. The layout proposal should include the choice of paper stock, ink color, type and graphic. Allow 14 days for this review.

### **Final layout**

When the layout is complete, the publication should be submitted for final review before it is printed. Allow seven days for review.

## **Translating Publications to Another Language**

**2-2-98**

Policy for translating a publication to another language is described in [CP&P-IX-B-2-100](#), Translation Policy.